

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice FI-2426**

**For:** All FSA Employees

**Paying Late Fees to Employees for Travel Reimbursements  
Not Paid Within 30 Calendar Days After Submitting Travel Vouchers**

**Approved by:** Acting Deputy Administrator, Management

*David C. Hall*

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**1 Overview**

**A**

**Background**

Travelers will be paid a late fee when a traveler has not been reimbursed within 30 calendar days after a proper travel voucher has been submitted to the approving official.

Payment of late fees will apply to all travel that starts on or after May 1, 2000.

Travelers must be notified within 7 calendar days of any errors on travel vouchers and provided the reasons why a submitted voucher will not be paid.

Effective immediately, the date a travel voucher is received by the approving official should be recorded on the travel voucher.

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**B**

**Purpose**

This notice provides guidance on paying late fees to employees for travel reimbursements not paid within 30 calendar days.

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**Disposal Date**

October 1, 2001

**Distribution**

All FSA Employees; State Offices relay to County Offices

## Notice FI-2426

### 2 Additional Instructions for Processing Travel Vouchers

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#### A

##### **Recording Travel Voucher Receipt Date**

Effective immediately, the date a travel voucher is received by the approving official should be recorded on the travel voucher.

The receipt date should be in the "Date Approved" field on AD-616 and FSA-164-3.

**Note:** NFC is currently modifying the Travel System to accommodate recording the voucher receipt date and paying late fees.

For further information on NFC changes, see NFC Bulletin 00-2, Implementation of Amendment 90 at: <http://www.NFC.usda.gov/pubs/bulletins/title6/trvl/00-2trvl/bulletin.html>

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#### B

##### **Late Payment Fee Rate**

The late payment fee must be calculated using the prevailing Prompt Payment Act Interest Rate beginning on the 31<sup>st</sup> calendar day after submission of a proper travel voucher and ending on the date on which payment is made. The rate can be found in 50-FI, paragraph 29.

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#### C

##### **Interest Income**

The late payment fee is interest income for the recipient and will be reported to IRS according to IRS guidelines.

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### 3 Instructions for Calculating and Issuing Late Payment Fees for CO Employee Travel

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#### A Calculating Late Payment Fees for CO Employee Travel Other Than Moving Expenses

The Accounting Application, Disbursement/Check Writing function includes an option to calculate interest penalties using the Prompt Payment Act interest rate. County Offices shall use this option to determine the amount of the late payment fee when a travel reimbursement is paid more than 30 calendar days after being submitted.

This table provides instructions for calculating the late payment fee.

Step	Action	Result
1	Sign on to the System with a valid user ID and password.	Menu FAX250 will be displayed.
2	From Menu FAX250, select option 3, "Application Processing (Headquarters Office)".	Menu FAX07001 will be displayed.
3	On Menu FAX07001, select option 1, "Accounting".	Menu AAA000 will be displayed.
4	On Menu AAA000, select option 1, "Disbursements/Check Writing"	Menu ANK000 will be displayed.
5	On Menu ANK000, select option 12, "Calculate Interest Penalty"	Screen ANK60010 will be displayed.
6	On Screen ANK60010, enter: <ul style="list-style-type: none"> <li>the travel reimbursement amount in the "Principal" field</li> <li>the due date in the "Due Date" field</li> <li>the date the travel reimbursement was made in the field "Paid Date".</li> </ul> PRESS "Enter".	Screen ANK60010 will be redisplayed. The late payment fee will be the amount in the "Interest Due" field.

**Note:** If the calculated interest penalty is less than \$1, no interest penalty payment shall be issued.

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### 3 Instructions for Calculating and Issuing Late Payment Fees for CO Employee Travel

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#### B

##### **Issuing Late Payment Fees for CO Employee Travel Other Than For Moving Expenses**

When a CO employee's FSA-164-3 is being paid 31 calendar days or more after the date of receipt, process the travel reimbursement through the Personnel/Payroll application following instructions in 115-FI (Rev. 4), paragraph 144, using transaction code "TVL". Process a separate payment for the late payment fee calculated in subparagraph A, using transaction code "ORP".

**Note:** When payment is issued through the system 36, the late payment fee will be reported as income on a CCC-1099-MISC issued by KCMO.

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#### C

##### **Issuing Late Payment Fee for CO Employee Moving Expenses**

NFC will automatically issue the late payment fee based on the date the AD-616R is received when moving expenses for CO employees are processed through the NFC system.

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#### D

##### **Contacts**

If there are questions about this notice, contact the appropriate office in the following table.

Issue	Contact
System 36	Deborah Barker, FMD at 703-305-1309
Documenting travel voucher receipt date on NFC processed travel documents	NFC at 504-255-5230
Documenting of travel voucher receipt date on FSA-164-3	FMD, Accounting and Travel Policy Staff (ATPS) at 703-305-1408
This notice	FMD, ATPS at 703-305-1408

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